

**Attachment E.**

**Lamoille North p-CARD LOST/MISSING RECEIPT FORM**

· **IMPORTANT: For lost air tickets, car rental and hotel receipts, a duplicate must be obtained and submitted with this completed form.**

· **IMPORTANT: You must show some proof of payment (e.g. a credit card statement, cancelled check, etc.)**

I, \_\_\_\_\_, have either not received or misplaced a receipt totaling \$\_\_\_\_\_.

This form is submitted in lieu of original receipt and attests:

\_\_\_\_\_ · No original receipt for this expense is available. I have attached a duplicate of this receipt from the billing agency and proof of payment.

\_\_\_\_\_ The expense was incurred on behalf of School District business and are allowable

\_\_\_\_\_ The item and amount of the expense are accurate. No reimbursement of this expense has been or will be sought or accepted from any other source.

Description of expense:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amount: \$ \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Location: \_\_\_\_\_

Date of Receipt: \_\_\_\_\_

Claimant's signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**File this affidavit with the other receipts.**